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PDTR(G)

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Executive Assistant to DCI 31 August 1953

Director of Training

Weekly Summary Report

1. Enrollments in Training Courses for the week of 20 to 26 August 1953:

A. Students presently in full-time OTR courses in CIA installations:

(1) Basic Intelligence

(a)	SIC(I) #12	49
(b)	Administrative Support #2 (SIC(SUP)	44
(c)	Phase II, #3	75
(d)	Phase III, #3	50
(e)	Reception & Interim Training	11

(2) Specialized

(a)	Communist Party Operations #16	15
(b)	Clandestine Field Activities #3	17
(c)	Covert Training	13
(d)	Special Projects	3

(3) Clerical

(a)	Clerical Induction Training	16

TOTAL FULL-TIME OTR COURSES 293

B. Students presently in part-time OTR courses in CIA installations:

(1) Basic Intelligence

(a)	Indoctrination		60
(b)	Reading Improvement Course #12		
	DDP Personnel	19	
	Other Agency Personnel	34	53

(2) Management

[redacted]man Resources Program 24 25X1

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(3) Clerical

(a)	Clerical Refresher Course #28		
	Shorthand	20	
	Typing	10	
	English Usage	7	37
(b)	Clerical Orientation Course #64		25
(c)	Clerical Induction Training		39

(4) Language and Area

(a)	CIA Language Laboratory		
	Regular	15	
	Self-study	112	127

TOTAL PART-TIME OTR COURSES 365

C. Students presently in full-time external training:

(1) Defense Schools

(a)	Air War College	1	
(b)	Armed Forces Staff College	1	
(c)	Army War College	1	
(d)	Intelligence Staff Officers Course	1	
(e)	Industrial College of the Armed Forces	1	
(f)	National War College	3	
(g)	Naval War College	1	
(h)	Strategic Intelligence School	3	12

(2) Officers Candidate School

(a)	Army	19	
(b)	Air Force	9	
(c)	Navy	9	
(d)	Marines	3	40

(3) Language and Area

(a)	Program A	3	
(b)	Program C	3	
(c)	Program E	10	
(d)	Program G	5	
	[redacted]		25X1
		6	
		4	
		11	
		5	
(i)	Miscellaneous Language and Area	1	48

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(4) Miscellaneous 1

TOTAL FULL-TIME EXTERNAL TRAINING 101

D. Students presently in part-time external training:

(1) Language and Area

25X1

(a) [redacted] 32
7
14

(b) [redacted] 3

(c) Miscellaneous External Language 23 79

(2) Clerical

(a) IBM 11

(3) Miscellaneous 11

TOTAL PART-TIME EXTERNAL TRAINING 101

GRAND TOTAL - 860

2. Processing and transportation of a team of 15 Logistics Office and DDP personnel to [redacted] for orientation and instruction in logistics matters was completed on 26 August 1953. 25X1

25X1

[redacted]

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5. The recently completed running of the two-week Counter-espionage Course by [redacted] the first such course the Office of Training has been able to give in more than a year, was unusually well received. The next running, scheduled for 28 September and to continue for three weeks, already has a capacity enrollment. One reason for the success of the first running was the extensive participation of senior operations officers from the Clandestine Services. 25X1 25X1

[redacted]

MATTHEW BAIRD

MBroop

cc: DD/P
DD/I
AD(Comm)

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